

BEMBRIDGE PARISH COUNCIL

STAFFING AND FINANCE COMMITTEE TERMS OF REFERENCE

Adopted: 21st May 2019

GENERAL

The Parish Council will appoint the Committee and determine the composition, roles and functions. The Terms of Reference should be read in conjunction with the Parish Council's adopted Standing Orders and Financial Regulations.

In applying the Terms of Reference, the Committee is empowered to consult, insofar as it might consider it necessary or desirable, with any other committee of the Council or with any other Council or outside body or person.

COMPOSITION

1. The Committee shall comprise of 4 Councillors.
2. The quorum of the Committee is 3.
3. The Committee shall undertake training as necessary to fulfil their role.

ROLES AND FUNCTIONS

This Committee has the following delegated powers:-

1. To deal with any grievance in accordance with the grievance procedure.
2. To deal with any disciplinary in accordance with the disciplinary procedure.
3. To assist with any complaint in accordance with the complaints procedure.
4. To monitor the implementation of the Dignity at Work policy.
5. To monitor the implementation of the Member/Officer protocol.
6. To monitor the implementation of the Council/Staff protocol.
7. To monitor the implementation of the Vexatious policy.
8. To agree annual leave, timesheets and time off in lieu.
9. To consider and implement recruitment of staff and bring back to Full Council for approval.
10. To ensure that the Council meets its responsibilities for both the Council's risk assessment and wider internal control arrangements.
11. To consult with the Clerk/Responsible Financial Officer on the internal audit plans and prepare reports for the Council.
12. To ensure that all internal audit work and recommendations are designed to meet the needs of the Council.
13. To support the Council's work in delivering improved services to the community and be aware of new developments in the services, risk management and corporate governance.

14. To prepare the draft annual budget in conjunction with the Clerk/Responsible Financial Officer and make recommendations to the Council.
15. To recommend the appointment of a competent and independent internal auditor at the Annual Council Meeting.
16. To consider all funding applications, projects and contracts in excess of £10,000 and make recommendations to the Council.
17. To consider that all contracts are achieving best value
18. Where urgent action is required between meetings the Staffing & Finance Committee in consultation with the clerk are empowered to take appropriate action on behalf of the Parish Council, subject to this action being confirmed at the next Parish Council meeting and not exceeding the value of £1,500.